



Shipping/Receiving Coordinator

(Property Specialist 1)

Department: Wolfstore
Recruitment #: S1985
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2256 - \$3168

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This position is in the Wolfstore (bookstore) at Western Oregon University in Monmouth. Wolfstore is Western Oregon University's campus store and provides convenient, high-quality, and competitively-priced products and services in support of the mission of the university, either directly or indirectly to students, faculty, staff, and guest. wolfstore.wou.edu

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU). This position coordinates the shipping and receiving operations of Wolfstore. The coordinator receives, inspects, and labels merchandise. They will ensure timely flow of paperwork and organize merchandise storage. This position returns merchandise to vendors and processes mail and website orders for customers.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Working Conditions:

- Must regularly lift to 50 pounds.
- Must be able to sit/stand for long periods of time
- Work is performed in a large windowless warehouse with tall shelving units that require the use of a ladder
- Scheduling may include occasional evening and weekend work for limited hours

Minimum Qualifications:

- Knowledge of spoken and written English at the high school graduate level
- Knowledge and ability to utilize computers and related technology efficiently, and the ability to adapt to technology updates as they evolve
- Ability to lift to 50 pounds
- Ability to use pallet jacks and to move large heavy loads

Preferred Qualifications:

- Experience with MBS and/or UPS systems

*****A criminal background check will be required as a condition of employment***

Application Instructions:

You may submit all materials online at www.wou.edu/classified

Required application materials (PDF preferred):

1. WOU Employment Application [available here](#)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references

As an alternative, you may also submit application materials to:

S1985, Shipping/Receiving Coordinator., Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.